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Approved For Release 2003/06/20 : CIA-RDP89-00244R000100120016-3

22 July 1981

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MEMORANDUM FOR: [REDACTED]  
NFAC Member, Agency Building Planning Commission

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FROM: [REDACTED]  
Chief, Administrative Staff, OGSR

SUBJECT: Non-Office Space Survey

REFERENCE: Your Memorandum of 13 July 1981, Same Subject

1. The information requested in the reference is contained in Attachments 1 and 2 to this memorandum.

2. OGSR's projected FY87 non-office space requirements will be significantly greater than our current occupied space. Most of this increase will be due to substantial additions in ADP equipment acquisitions primarily centered around the Carto-Graphic Division in the GH corridor of the Headquarters Building. Further, although we anticipate some automation in our Map Library Division (through the Map Storage and Retrieval System), the concomitant increase in map holdings will, in most instances, offset any projected decrease in space requirements for this division.

3. As OGSR's Third World Political Instability and Social Change Research Program increases, the need for trained linguists will also increase. We anticipate that by FY87, OGSR will have expanded its in-house language training program to include three to four foreign languages (up from our one Arabic language course now underway). Since we are committed to this language program, and given the fact that OTE does not have the required language instructors or space to satisfy our needs, classroom space will have to be acquired in order to adequately satisfy this supportive commitment to our Third World analytical research program.

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4. If additional information is required, please contact [REDACTED]  
on extension [REDACTED]

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Attachments:

- Att. 1 - Non-Office Space Survey (Current Usage)  
Att. 2 - Non-Office Space Survey (FY87 Projection)

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NON-OFFICE SPACE SURVEY

CURRENT USAGE

<u>CATEGORY</u>	<u>ROOM NUMBER/LOCATION</u>	<u>SQUARE FOOTAGE</u>	
Map Storage Area	3rd Floor, [redacted]	16,536	25X1
Map Storage Area	GE-68, Headquarters	1,007	
Computer Terminals	GH-24B, Headquarters	200	
Computer Terminals	GH-24D, Headquarters	315	
Xerox Room	6F14, Headquarters	112	
Registry	1232 Ames Building	480	

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NON-OFFICE SPACE SURVEY

FY1987 PROJECTION

<u>CATEGORY AND NUMBER</u>	<u>SQUARE FOOTAGE</u>
Conference (1)	250
Map Storage Areas (2)	20,500
Computer Terminals (3)	2,000
	(1) 1,000
	(2) 500
	(3) 500
Xerox Room (1)	115
Registry (1)	600
Classroom (1)	250

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Non-Office Space Survey

FROM:		EXTENSION	NO.
C/OGSR/Admin Staff			DATE
TO: (Officer designation, room number, and building)		DATE	OFFICER'S INITIALS
		RECEIVED	
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)			
1.			
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